



A Step-by-Step Guide to Using Virginia's Community Profile Database



June 9, 2006

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● INTRODUCTION

Virginia's Community Profile Database is intended to support the practice of evidence-based prevention in Virginia. On the **Data Tab**, it provides a variety of data, organized by topical area or by risk and protective factor, to assist in using objective data to assess community needs and monitoring progress in addressing those needs. Users can select:

- geographical areas for which they wish to obtain data;
- groups they wish to include (age, race/ethnicity, gender, where available);
- whether to present the data as numbers, rates or percentages;
- whether to view data as maps, graphs or tables; and
- how to download data (as pictures, .pdf files, spreadsheets; or delimited files).

On the **Program Tab**, it allows users to search, using a variety of criteria, for information on evidence-based programs operating in Virginia. It includes useful contact information, funding sources, and descriptions of the programs. Users may choose from a variety of parameters to include in their reports, as well as the order in which to display them. Reports may be downloaded as word processing files, .pdf files, or spreadsheets.

The **Reports Tab** soon will provide users with the ability to view a variety of indicators in one report. Users will be able to generate preformatted reports, based on their selection of:

- geographical areas for which they wish to obtain data; and
- groups they wish to include (age, race/ethnicity, gender, where available).

On the **Resources Tab**, users can find detailed descriptions of the data, their sources, any limitations associated with the data, and sources for additional information and comparison data. More importantly, it links users to best practice information including:

- sources for finding evidence-based programs that research has proven are effective in preventing or intervening in adolescent problem behaviors;
- downloadable research articles and prevention materials;
- resource websites and clearinghouses;
- program performance measures required by federal agencies;
- information on formulating and monitoring program outcome measures; and
- resources for evaluating programs for improvement.

The greatest impediment to practicing sound prevention in Virginia is the lack of a consistent survey of alcohol, drug and violence-related behaviors and perceptions of youth in each City and County in Virginia. This vital information currently is captured only at the state (or Health Planning Region) level. While local-level results may vary greatly from those statewide, it is helpful to monitor and be aware of these broader trends. Consequently, links are included to the: Virginia Youth Tobacco Survey, Virginia Community Youth Survey, and State Estimates of Substance Use.

The **Support for Families Tab** is designed for people who simply need assistance with the daily challenges of raising children and living in a family. By entering a locality and/or an adolescent problem behavior, and/or an age, users can learn of programs that might be available to their child. Links to other state and local information and referral sources also are included. (Use of this resource is confidential. No identifying information is collected.)

● NAVIGATION

The Community Profile Database has several navigation tools. They include links found at the top of each page (see **black** arrow below), tabs (see **red** arrow below), a bread crumb trail (see **green** arrow below), and special Help screens (see **blue** arrow below) found throughout the database. Clicking on these tools will assist you in using the Community Profile Database.



GOSAP Home (see **black** arrow above) will take you to the home page of the GOSAP Prevention Information Clearinghouse website.

FAQ (see **black** arrow above) will open a page of frequently asked questions. Please read this page if you encounter a problem, or have a question, as you are using the site. Information already may be available to meet your needs.

Tutorial (see **black** arrow above) will open this step-by-step reference so that you can refer to it as you use the site.

Privacy Policy (see **black** arrow above) will open the terms of use for the website.

Tabs (see **red** arrow above) will move you between the various components of the database. They are described in the [Introduction](#) above.

Bread Crumb Trail (see **green** arrow above) shows you where you are. You can return to pages you already have visited by clicking on them in the trail bar.

Help (see **blue** arrow above) will appear throughout the database. Clicking on [Help](#) will offer immediate assistance wherever you are in the database. To close the Help screen, simply click on [Hide](#) at the end of the open help box.

Administration is for maintaining the database and requires a password and special permission.

Feedback opens the form shown below so that you can ask questions or provide suggestions to improve the site.

At the **red** arrows below, enter your name and e-mail address so that we can respond to your question, or seek additional information on your suggestion.

At the **blue** arrow below, enter your question or suggestion. Please be as specific as you can.

Then click on the **SEND** button to transmit your message, or the **CANCEL** button if you change your mind (see **black** arrow below).

We will respond to messages as soon as possible.

The screenshot shows the 'Feedback' form on the GOSAP Social Indicators Database website. The header includes navigation links: GOSAP Home, FAQ, Tutorial, Privacy Policy, Feedback, and Administration. The GOSAP logo and 'Social Indicators Database' title are also present. A breadcrumb trail reads 'You are here: Database Home >>Feedback'. The form itself is titled 'Feedback' and includes a legend: '* = Required field'. It contains three input fields: 'Your name:', 'Your email address (so we can respond to your feedback, if necessary):', and 'Your comments:'. The first two fields are highlighted in yellow and have red arrows pointing to them. The 'Your comments:' field is a larger text area with a blue arrow pointing to it. At the bottom of the form are 'Send' and 'Cancel' buttons, with a black arrow pointing to the 'Send' button.

GOSAP Home | FAQ | Tutorial | Privacy Policy | Feedback | Administration

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Social Indicators Database

You are here: Database Home >>Feedback

Feedback

* = Required field

* Your name:

* Your email address (so we can respond to your feedback, if necessary):

* Your comments:

Send Cancel

SUPPORT FOR FAMILIES

This tab gives quick referral information. To see what proven prevention programs serve your city or county, use the scroll bar on the right of the “Where do you live?” box (see **red** arrow below) to locate your city or county (they are listed in alphabetical order). Click to highlight your city or county. If you want to view more than one city or county, hold the CTRL key down and click to highlight each city or county you want to include.

Optional: To further narrow the number of programs displayed, you can select specific problem behaviors in which you are interested. To view only programs that deal with specific problem behaviors, use the scroll bar on the right of “What problem are you concerned about?” box (see **black** arrow below). Click on the behavior to highlight it. If you want to select more than one behavior, hold the CTRL key down and click on each behavior you want to highlight.

Optional: Many programs are designed for children in specific age groups. A program that an eight year-old child may find exciting may hold no interest for a teenager. To find programs that are designed for your child’s age group, enter their age in the “How old is your child” box (see **blue** arrow below).

NOTE: use of this resource is confidential. No identifying information is collected.

When you have made your selections, click the **Report** button (see **green** arrow below).



GOSAP Home | FAQ | Tutorial | Privacy Policy | Feedback | Administration

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Community Profile Database

Support for Families | DATA | PROGRAMS | REPORTS | RESOURCES

You are here: Support for Families

No matter who you are or where you live, raising a family is challenging! While this page cannot tell you about every helpful program or service in your community, it does provide you with some resources that may be available to you.

If you are looking for programs in your city or county that can help prevent or intervene early with youth drinking or using drugs, teen pregnancy, dropping out of school, violent youth, or even getting involved with gangs, answer the questions below to see a list of programs serving your locality. (Your answers are not being collected or stored in any way. They are only used to focus on the programs that meet your needs.)

Please use any or all of the criteria below to select the programs to view. [Reset](#)

Where do you live?

All
Accomack County
Albemarle County
Alexandria City
Alleghany County
Amelia County
(hold CTRL/SHIFT to select multiples)

What problem are you concerned about?

All
Gangs
Delinquency
School drop-out
Substance abuse
Teen pregnancy
(hold CTRL/SHIFT to select multiples)

How old is your child?

Age:

Report format ☐ PDF ☒ Word/HTML ☐ Excel

Report

If you're looking for information and support on positive parenting, click here to link to Prevent Child Abuse Virginia and it's local affiliates: <http://www.preventchildabuseva.org/index.htm>

If you want to talk to a trained specialist who can refer you to services in your community, please dial 2-1-1 on your telephone for **Virginia's confidential information and referral service**. Both the telephone call and the information are free. Information is available in several languages. Or, if you prefer to link by Internet, click on: <http://www.211.virginia.org>

The report will open with an introduction page displaying the cities and counties, problem behaviors and ages selected. Click on the small arrow (see red arrow below) to open and view the report.

Community Profile Database	
County/City	Augusta County
Problem Behaviors	(all)
Age Group	(all)

Page 1 of 0

The report will display a listing of each program that meets your selection criteria, including information that describes the program, who it serves, and how to contact the program.

At the end of the list, the bar below will allow you to print or save the information in one of three formats.

Export as	<input type="radio"/> PDF	<input type="radio"/> Word/HTML	<input type="radio"/> Excel	<input type="button" value="Export"/>
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PDF files take a picture of the report that you can print or insert into a document. However, the picture cannot be edited. To save the report in .pdf format, click in the circle beside **PDF** (see **red** arrow above), then click on **Export** (see **green** arrow above). A box will pop up to ask you whether you want to save or open the file. You can then save the report to you computer.

Word/HTML files place the report in a document that you can save and edit. Click in the circle beside **Word/HTML** (see **blue** arrow above), then click on **Export** (see **green** arrow above). The report will open in a new window. **Click on File, then Save As. . .** to save the report to your computer.

Excel files place the information contained in the report into a spreadsheet. Each program will be a row. Report information will be in columns. To save the report in Excel format, click in the circle beside **Excel** (see **black** arrow above), then click on **Export** (see **green** arrow above). A box will pop up to ask you whether you want to save or open the file. You can then save the report to you computer. When you open the file, the first sheet will be an introduction sheet displaying the cities and counties, problem behaviors and ages selected. Click on the **Sheet2** tab to view the data.

● DATA

Finding and selecting an indicator

There are three ways to find a specific indicator: social indicator classes, risk and protective factors, or keyword searches.

Social indicator classes are subject-area headings, such as “demography” data or “juvenile delinquency” data. Indicators relating to a particular topic are grouped together. Indicators can belong to more than one class, so you may see them listed several times. Social indicator classes are located in the left column (see **black** arrow below).

Risk and protective factors derive from the research of Hawkins and Catalano. They include factors across the community, family, school and individual/peer domains such as drug availability, family conflict, academic failure, and favorable attitudes toward a problem behavior. Indicators of a particular risk or protective factor are grouped together. Indicators can belong to more than one risk or protective factor class, so you may see them listed several times. Risk and protective factors are located in the left column (see **blue** arrow below).

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Community Profile Database

Support for Families | **DATA** | PROGRAMS | REPORTS | RESOURCES

You are here: Database Home

Welcome to the GOSAP Collaborative's Community Profile Database! This database is a project of the Governor's Office for Substance Abuse Prevention (GOSAP) Collaborative. Virginia's state agencies are collaborating to provide information that impacts the development of our children and the well-being of our communities on this easy-to-use site. Please visit often as we frequently are adding data and enhancing what the database can do. Please use the Feedback form (upper right) to give us your comments and ideas for making it more useful.



[Help](#)

Search for data by keyword

Keyword: Search

Data by indicator class	Data by risk factor
Civic participation	Community: Availability of drugs
Crime & violence	Community: Extreme economic deprivation
Demography	Community: Low neighborhood attachment
Economy	Community: Norms favorable to crime
Education	Community: Norms favorable to drug use
Families & children	Community: Transitions and mobility
Gangs	Family: Family conflict
Health	Family: Family management problems
Housing	Individual: Alienation & rebelliousness
Juvenile delinquency	Individual: Early initiation of behavior
Substance abuse	School: Academic failure

Click on a social indicator class/risk factor to view a list of all the indicators in the database that are related to that class/factor.


[Support for Families](#)
[DATA](#)
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[RESOURCES](#)

You are here: Database Home >> Indicator Class

Social indicator class: Gangs [Help](#)

Other social indicator classes	Indicators in the class
Civic participation	Children Age 5-17 Living in Poverty
Crime & violence	Children Under Age 18 Living in Poverty
Demography	Median Household Income
Economy	Persons Living in Poverty
Education	Persons Receiving Unemployment by County & City
Families & children	Persons Receiving Unemployment by ZIP Code
Gangs	Youth with Intakes
Health	Youth with Intakes for Class 1 Misdemeanor Against Person Offenses
Housing	Youth with Intakes for Class 1 Misdemeanor Narcotics Offenses
Juvenile delinquency	Youth with Intakes for Class 1 Misdemeanor Weapon Offenses
Substance abuse	Youth with Intakes for Felony Against Person Offenses
	Youth with Intakes for Felony Narcotics Offenses
	Youth with Intakes for Felony Weapons Offenses
	Youth with Intakes for Status Offenses

Resources

 [View data descriptions, links to more data, programs and research, surveys of Virginians, and other resources related to this indicator class.](#)

From the list of indicators (see **black** arrow) related to the selected indicator class/risk factor that you chose, click on the indicator you would like to see.

Note: To aid you in selecting indicators, you may view complete descriptions of the indicators, or other related resources, by clicking on the link at the bottom of the page (see **red** arrow above).

Indicator Search. If you know the name of the indicator you what to view, you may locate it by entering a word in the **Keyword** box (see **green** arrow below) and clicking on the Search button (see **red** arrow below).

This will produce a table showing all indicators with the keyword you entered, along with checkmarks indicating the dimensions of data available for that indicator (see **black** arrow below). From here you can click on a class of indicators to view all the related indicators under that class (see **blue** arrow below), or click on a specific indicator to begin looking at the data (see **orange** arrow below).

Class ▲ ▼	Name ▲ ▼	ZIP	Age	Race	Locality	Sex
Civic participation	Actual voters				✓	✓
Civic participation	Registered voters				✓	✓
Civic participation	Voter turnout				✓	✓

Refining data

After you select an indicator, the screen will display the name and social indicator/risk class in a banner, followed by a brief definition (see **brown** arrow below). The default for selecting data is all cities and counties, ZIP Codes, ages, genders and race/ethnicities. However, you can choose to refine your data to include only the subpopulations in which you are interested.

The screenshot shows a web interface for selecting data criteria. At the top, a banner displays the selected indicator: "Indicator: Youth Committed with Anger Management Needs (Class: Juvenile crime) Help". Below this is a brief definition: "This indicator gives the unique number of juveniles who were committed to the Department of Juvenile Justice during the fiscal year (July through June), for whom anger management treatment was mandatory or recommended." The main section is titled "Select criteria to map and dimension to compare in graph and report Help". It contains five columns: "City/County", "ZIP code", "Age range", "Gender", and "Race". The "City/County" column has a scrollable list with "All cities & counties" selected. The "ZIP code" column has a text box with "(comma delimited)". The "Age range" column has checkboxes for "All ages", "10-14", "15-17", "18-24", and "Unknown/Missing". The "Gender" column has checkboxes for "All genders", "Male", "Female", and "Unknown". The "Race" column has checkboxes for "All races", "Unknown/Other", "White", "Black", "Hispanic", and "Native American". Colored arrows point to specific elements: a brown arrow points to the indicator name, a red arrow points to the "All cities & counties" option, a green arrow points to the "ZIP code" text box, a blue arrow points to the "15-17" age checkbox, a black arrow points to the "All genders" checkbox, and an orange arrow points to the "White" race checkbox.

City/County	ZIP code	Age range	Gender	Race
All cities & counties	(comma delimited)	<input checked="" type="checkbox"/> All ages	<input checked="" type="checkbox"/> All genders	<input checked="" type="checkbox"/> All races
Accomack County		<input type="checkbox"/> 10-14	<input type="checkbox"/> Male	<input type="checkbox"/> Unknown/Other
Albemarle County		<input type="checkbox"/> 15-17	<input type="checkbox"/> Female	<input type="checkbox"/> White
Alexandria City		<input type="checkbox"/> 18-24	<input type="checkbox"/> Unknown	<input type="checkbox"/> Black
Alleghany County		<input type="checkbox"/> Unknown/Missing		<input type="checkbox"/> Hispanic
Amelia County				<input type="checkbox"/> Native American

City/County data are available for each city or county in Virginia, unless otherwise noted in the data description. To select a specific city or county, use the scroll bar on the right of the city/county listing (see **red** arrow above) to locate the desired city or county (they are listed in alphabetical order). Click to highlight the city or county you want to view. If you want to view more than one city or county, hold the CTRL key down and click to highlight each city or county you want to include. If you want to view a number of contiguous cities and counties, click to highlight the first in the range, hold the SHIFT key, and click to highlight the last in the range. All localities between the first and last will be highlighted. *This feature allows you to customize regional data to fit the regions you need.*

Note: Data may be viewed at either the city/county level **or** the ZIP code level, but not both at the same time.

ZIP Code data are available for many indicators. To view data for a ZIP Code level, enter the ZIP Code you want to view in the ZIP Code box (see **green** arrow above). If you want to view Data for more than one ZIP Code, enter each ZIP Code for which you want data, separated by a comma. (Example: 23227, 23228, 23229)

Age Range data may be selected by clicking in one or more of the checkboxes provided (see **blue** arrow above). Age ranges were determined prior to data collection, based on common practice for the specific indicator. Age ranges vary for different indicators.

Gender data may be selected by clicking in one or more of the checkboxes provided (see **black** arrow above).

Race/ethnicity data may be selected by clicking in one or more of the checkboxes provided (see **orange** arrow above). Races were determined prior to data collection, based on common practice for the specific indicator and how the data source collects it. Race/ethnicity varies for different indicators.

Note: If a particular dimension (City/County, ZIP Code, age, gender race) is not available, that dimension will not be displayed in the selection criteria box.

You also can select the years of data to include in graphs and reports or to display on a map.

The screenshot shows a form with three rows of input fields and buttons. The first row has 'Year from' (2002), 'City/County' (selected with a radio button), 'ZIP' (radio button), 'Age range' (radio button), 'Gender' (radio button), 'Race' (radio button), and a 'Graph' button. The second row has 'Year to' (2004), 'City/County' (radio button), 'ZIP' (radio button), 'Age range' (radio button), 'Gender' (radio button), 'Race' (radio button), and a 'Report' button. The third row has 'Year to map' (2004) and a 'Map' button. A blue arrow points to the 'Year to' field, and a red arrow points to the 'Year to map' field.

Years for which data are available are displayed automatically (see **blue** arrow above). The default value for graphs and reports is for all available years. To begin with a different year, simply click in the **Year From** box and type in the year with which you want to begin. To end with a different year, simply click in the **Year to map** box and type in the year you want to end.

For maps, the most recent year of data available is the default value. To map an earlier year, click in the **Year to map** box (see **red** arrow above) and enter the year you want to map.

Note: At any point along the way, you may change your selection criteria by revisiting this area of the page and clicking to change the selection criteria.

Reporting data by number, rate or percentage

Once you have selected the indicator you want to explore, and have identified what parts of the population you want to include in your data (cities/counties, ZIP codes, age ranges, genders, races, years), you can choose how to report your data (depending on availability). Data can be reported in three ways:

Number data gives the actual number of persons, incidents, etc. This is useful for planning program capacity and seeing how many people are actually involved with an issue.

Rate data adjusts the number of persons, incidents, etc. by the corresponding base population. This is useful for comparing your locality's data to other localities, the state or the nation. Rate data are reported on a scale meaningful for the specific indicator and may vary by indicator. (Example: low incidence data such as child abuse deaths may be reported as the rate per 100,000 whereas high incidence data such as children moving to the next school grade may be reported as the rate per 100.)

Percentage data gives the proportion of persons, incidents, etc. of the total population. This is useful when you are interested in comparing groups within a population (e.g., males vs. females).

The screenshot shows a 'Report by' bar with three radio buttons: 'Number' (selected), 'Rate', and 'Percentage'. Below this bar are the same year and selection criteria fields as in the previous screenshot. Two black arrows point from the text above to the 'Rate' and 'Percentage' radio buttons.

The default for reporting data is number. To have your data reported as a rate or percentage, click in the circle that corresponds to **Rate** or **Percentage** (see **black** arrows above) on the **Report By** bar.

Displaying and downloading data

Now that you have selected an indicator, chosen the parts of the population you want to include, and determined how you want the data reported, you can now select whether to view your data as a graph, a report, or a map—and how to download it.

The screenshot shows a web interface for selecting data parameters. A black arrow points to the 'Rate' radio button in the 'Report by' section. A green arrow points to the 'City/County' radio button in the population selection section. A blue arrow points to the 'Graph' button. The interface includes the following elements:

- Report by:** Radio buttons for Number (selected), Rate, and Percentage.
- Year from:** Text box containing '2002'.
- Year to:** Text box containing '2004'.
- Population Selection:** Radio buttons for City/County (selected), ZIP, Age range, Gender, and Race.
- Buttons:** 'Graph' (top right), 'Report' (bottom right), and 'Map' (bottom right).
- Year to map:** Text box containing '2004'.

Graphing generally should be done on rate data so that you can directly compare the part of the population you are analyzing. A percentage also may be used. *(Note: If you are trying to compare dimensions, graphing the actual numbers may lead to erroneous conclusions. Example: Locality A has 50 high school dropouts out of a population of 1,000 students while Locality B has 100 dropouts out of a population of 10,000 students. Graphing numbers will show that Locality B has twice as many dropouts as Locality A. But graphing the rate will show that Locality A has the much greater problem with a dropout rate of 500 per 100,000 students compared to Locality B's dropout rate of 100 per 100,000 students.)*

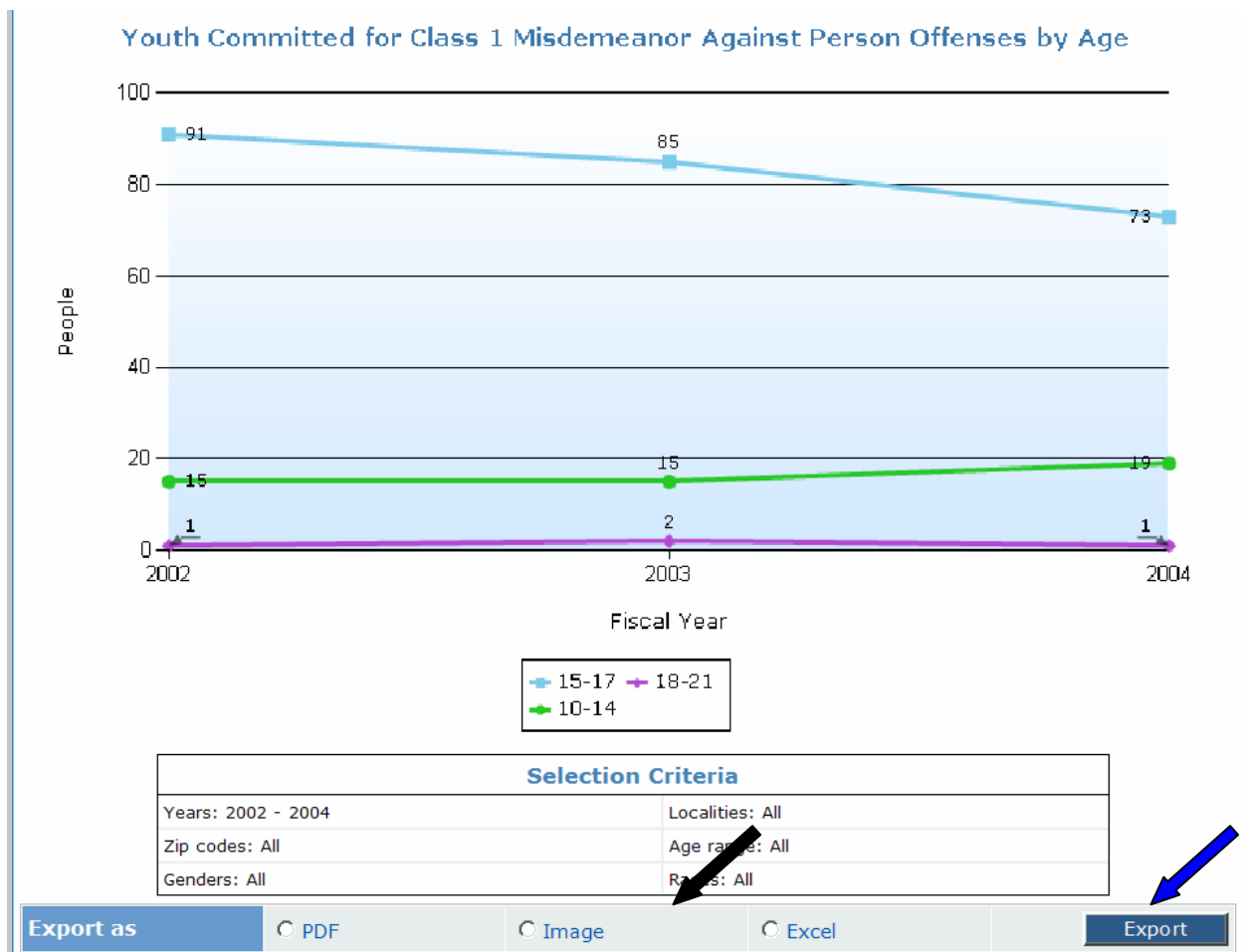
Following this guideline, select **Rate** on the **Report By** bar (see **black** arrow above). Check to see that the **Year From** and **Year To** boxes have the years you wish to graph, or type in the appropriate years (see **red** arrow above).

The **Graph** bar (see **green** arrow above) allows you to choose what part of the population (city/county, ZIP code, age range, gender or race) the lines on the graph will represent. Simply click in the corresponding circle to indicate your choice. *(Note: if you are graphing city/county, choose a small number of cities and/or counties. Graphing ALL cities and counties will produce a graph with 134 lines. It will be so cluttered that it will not be meaningful.)* Click on the **Graph** button (see **blue** arrow above).

Depending on the speed of your computer and your download connection speed, it may take a moment for the graph to appear. Please be patient.

To revise the graph you are viewing, simply change the selection criteria to meet your needs and click the **Graph** button again.

Graphs can be downloaded in three ways.



PDF files take a picture of the graph that you can insert into a document. However, the picture cannot be edited.

Image files can be saved as a picture to be inserted into a document or simply copied and pasted into a document. However, the picture cannot be edited.

Excel files place the graph into an Excel spreadsheet so that you can save them to your computer for size editing and use.

To choose one of these options, simply click in the corresponding circle on the **Export As** bar (see **black** arrow above). Then click on the **Export** button (see **blue** arrow below).

Depending on the speed of your computer and your download connection speed, it may take a moment to create your file.

Reporting produces a crosstabulation table, or listing of the data, by the criteria you have selected.

The screenshot shows a reporting interface with the following elements:

- Report by:** Radio buttons for ☒ Number, ☐ Rate, and ☐ Percentage. A black arrow points to the **Number** button.
- Year from:** A text box containing "2002".
- Year to:** A text box containing "2004". A red arrow points to this box.
- Report bar:** Radio buttons for ☒ City/County, ☐ ZIP, ☐ Age range, ☐ Gender, and ☐ Race. A green arrow points to the **City/County** button.
- Buttons:** "Graph", "Report" (with a blue arrow pointing to it), and "Map".
- Year to map:** A text box containing "2004".

On the **Report By** bar (see **black** arrow above), click in the corresponding circle to indicate whether you wish to see numbers, rates or percentages.

Check to see that the **Year From** and **Year To** boxes have the years you wish to include in your report. If not, type in the appropriate years (see **red** arrow above).

Select the parts of the population for which you wish to see data broken out in your report (city/county, age range, gender or race) by clicking in the corresponding circle on the **Report** bar (see **green** arrow above).

Note: you must choose *at least one* part of the population, but can choose any combination or all four.

Then click on **Report** (see **blue** arrow above). Depending on the speed of your computer and your download connection speed, it may take a moment for the report to appear.

Your selection criteria will be displayed at the top of the table.

Total Youth Committed by Year						
Years: 2002 - 2004			Localities: Norfolk City, Portsmouth City, Richmond City, Virginia Beach City			
Zip codes: All			Age range: 10-14, 15-17, 18-21			
Genders: Male, Female			Races: White, Black, Hispanic, Native American, Asian			
				FY2002	FY2003	FY2004
Norfolk City	10-14	Male	Black	11	13	10
			White	3	3	1
			Total Male	14	16	11
		Female	Black	3	0	1
			Total Female	3	0	1
		Total 10-14		17	16	12
	15-17	Male	Asian	0	1	1
			Hispanic	0	1	1
			Black	42	66	55
			White	7	5	9
			Total Male	49	73	66
		Female	Black	3	5	4

	15-17	Male	Black	19	23	14
			White	6	6	2
			Total Male	25	29	16
		Female	Black	1	1	5
			White	1	1	1
			Total Female	2	2	6
		Total 15-17			27	31
	18-21	Male	Black	4	2	2
			White	1	0	0
			Total Male	5	2	2
		Total 18-21			5	2
Total Portsmouth City			38	36	29	
Richmond City	10-14	Male	Black	8	10	5
			Total Male	8	10	5
		Female	Black	1	0	0
			Total Female	1	0	0
	Total 10-14			9	10	5
	15-17	Male	Hispanic	0	1	0

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Export as

☐ PDF

☒ Comma Separated Values (CSV)

☐ Excel

Export

Since reports may span several pages, you may need to navigate between them. To move forward one page, click on the small set of arrows under the report display (see **red** arrow above). To go to the last page of the report, click on the large set of arrows under the report display (see **green** arrow above).

Reports can be downloaded three ways.

PDF files take a picture of the data table that you can insert into a document. However, the picture cannot be edited.

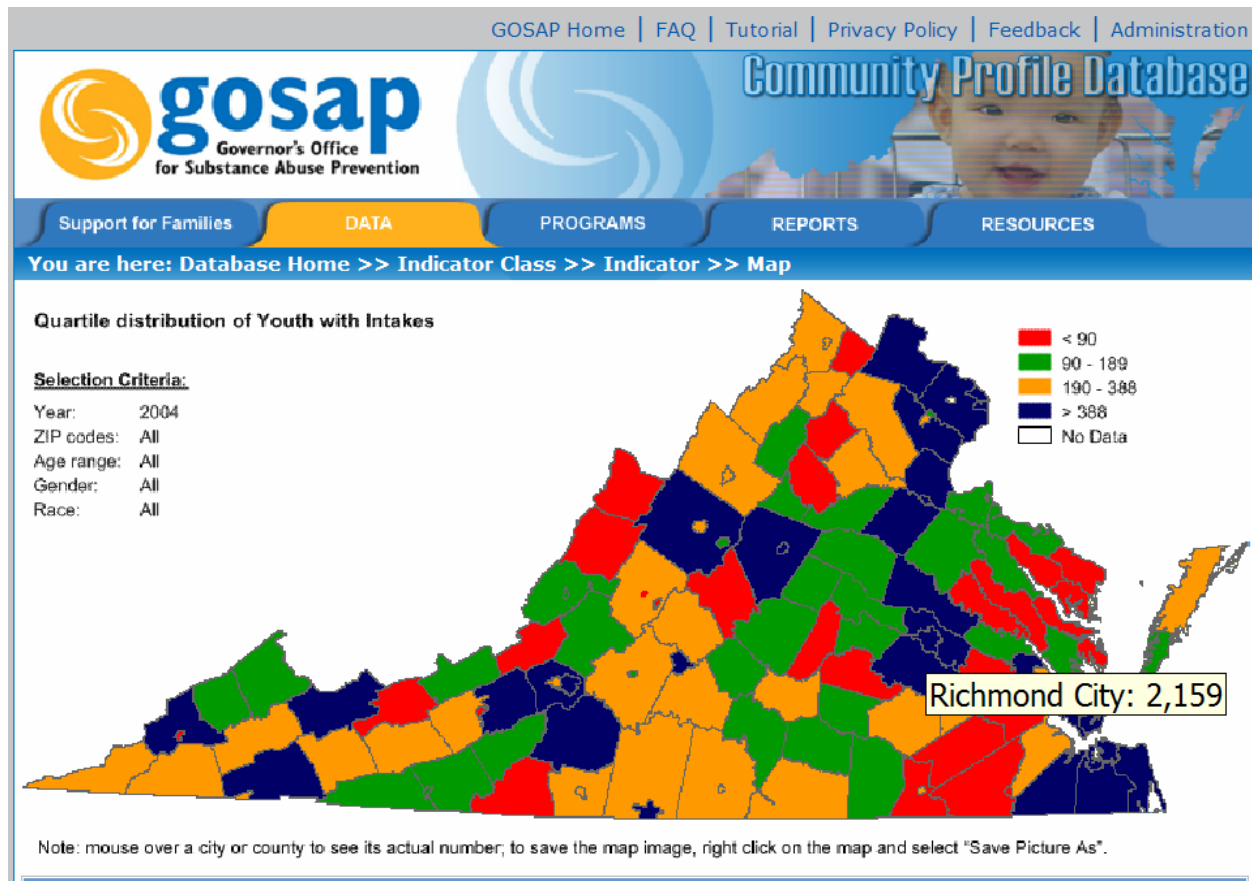
Comma Separated Values (CSV) files place the data in columns separated by commas, and rows. These files can be imported into data analysis software such as SAS or SPSS for additional analysis.

Excel files place the data into an Excel spreadsheet for further analysis.

To choose one of these options, simply click in the corresponding circle on the **Export As** bar (see **black** arrow above). Then click on the **Export** button (see **blue** arrow above). Depending on the speed of your computer and your download connection speed, it may take a moment to create your file.

To revise the report you are viewing, simply change the selection criteria and click the **Report** button again.

Mapping is available at the city/county level. The map automatically displays quartiles for your selection criteria (i.e., it shows localities that are well below average, below average, above average, well above average). This provides a useful snapshot of how your locality compares to other localities. The **Year to map** box to the left of the page (see **red** arrow above) displays the year to be mapped. The default is the most recent year available. To map a different year, simply click in the **Year to map** box and type in the year you prefer. Then click on the **Map** button (see **blue** arrow above). Depending on the speed of your computer and your download connection speed, it may take a moment for the map to appear.



The map generates a title for the indicator and shows your selection criteria on the left. The index of quartile ranges is displayed on the right. If you allow your cursor to hover over a locality, the actual number for that locality will be displayed.

Maps can be pasted into your word processing documents by clicking on **File** (on your computer's menu bar), then **Save As...**

To revise the map you are viewing, simply change the selection criteria and click the **Map** button again.

Mapping by ZIP Code is not yet available.

● PROGRAMS

Search criteria

The Program tab allows you to find information on evidence-based programs that are operating in Virginia. While you do not have to use any search criteria at all, using some criteria may narrow the number of programs displayed to help you target the information you are seeking. There are ten criteria by which you may search:

City/County

the city (ies) and or county (ies) served by the program

Problem behaviors

the major adolescent problem behaviors that are targeted by the program

Race groups

the race/ethnic groups for which the program has proven to be effective

Genders

the genders for which the program has proven to be effective

Age groups

for which the program is developmentally appropriate

Risk and protective factors, based on the Hawkins and Catalano model, that the program addresses

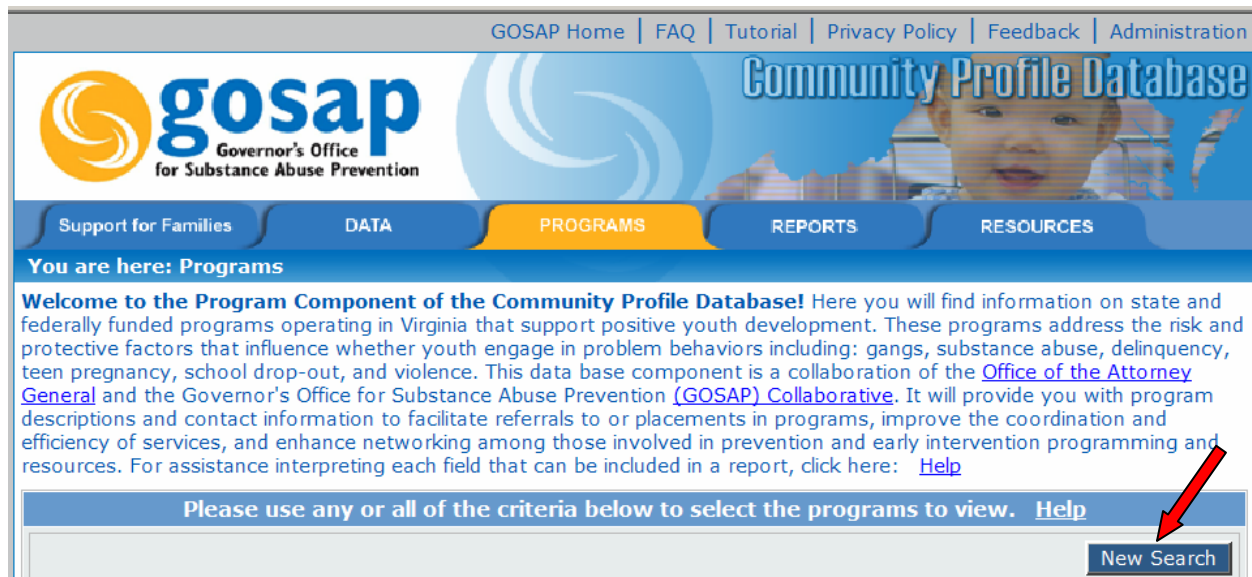
Program types, or the main focus of the program, such as: after school, classroom-based, family therapy, etc.

Program targets, whether the intended audience is universal, selective or indicated

Program name

the commonly recognized name of the evidence-based program, as it is likely to appear on a list of federally recognized evidence-based programs

Funding stream/agency, or the funding source for the program



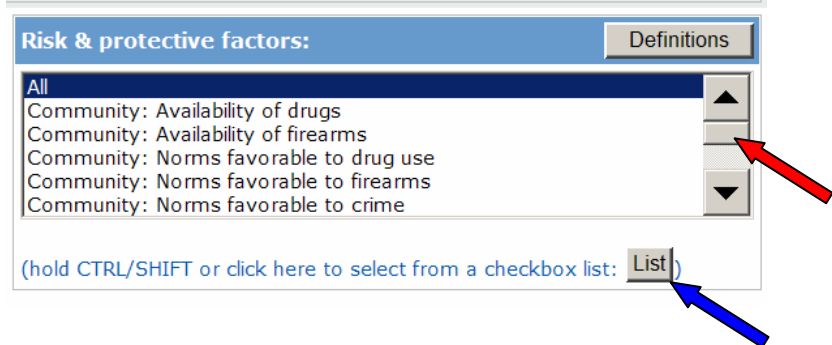
The screenshot shows the GOSAP (Governor's Office for Substance Abuse Prevention) Community Profile Database interface. At the top, there is a navigation bar with links: GOSAP Home, FAQ, Tutorial, Privacy Policy, Feedback, and Administration. Below this is the GOSAP logo and the title "Community Profile Database". A horizontal menu contains tabs for Support for Families, DATA, PROGRAMS (which is highlighted in orange), REPORTS, and RESOURCES. Below the menu, a blue banner reads "You are here: Programs". The main content area contains a welcome message and a list of search criteria. At the bottom of this section, a blue bar contains the text "Please use any or all of the criteria below to select the programs to view." followed by a "Help" link. Below this bar is a search input field and a "New Search" button, which is pointed to by a red arrow.

If your query displays no programs, however, it may be helpful to use fewer criteria to widen the scope of your results. You can change individual search criteria at any time. If at any time you wish to remove *all* your search criteria to begin a new query, click on the New Search button (see **red** arrow above) to return all search criteria to their default positions of *All*.

Selecting search criteria

There are four ways to select search criteria on the program tab. The following search criteria can be selected as illustrated in the Risk & protective factors example below.

City/County
Problem behaviors
Risk and protective factors
Program types
Program name
Funding stream/agency



To choose a specific search criterion, use the scroll bar on the right of the search criteria list (see **red** arrow above) to locate the desired choice. Click to highlight the search criterion you want to choose. If you want to select more than one criterion, hold the CTRL key down and click to highlight each criterion you want to include. If you want to choose a number of contiguous search criteria, click to highlight the first criterion in the range, hold the SHIFT key down, and click to highlight the last criterion in the range. All criteria between the first and last will be highlighted.

If you want to choose a large number of criteria, it may be easier to view a list of available criteria along with check boxes, so that you can better view the criteria selected. Click on the **List** button (see **blue** arrow above) to bring up a checkbox list.

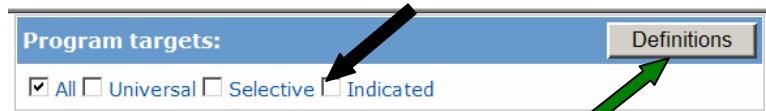


Click in the boxes that correspond to the search criteria you wish to choose (see black arrow above). Then click on the **Select** button to finalize your choice (see **green** arrow above). You will be returned to the prior screen, but your search criteria will be highlighted in the search criteria box. To return to the prior screen without making a choice, click the **Cancel** button (see **orange** arrow above).

Note: This feature is particularly helpful for customizing data to fit regional needs.

The following search criteria can be selected as illustrated in the Program targets example below.

Race groups
Genders
Program targets

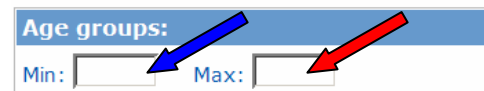


Click in the boxes that correspond to the search criteria you wish to choose (see **black** arrow above).

Definitions for search criteria that may be unfamiliar are included in the title bar of some search criteria boxes (see **green** arrow above). Clicking on the **Definitions** button will open a pop-up box with a list of the search criteria and their definitions. They can be viewed on screen or printed, by clicking on the **Print** button.

Finally, because there is no standardized set of age ranges for evidence-based programs, searching for programs that are developmentally appropriate for a specific age group requires defining the age ranges in which you are interested.

Age groups



Click in the **Min** box (See **blue** arrow above). Enter the age of the youngest child you are interested in a program serving. Click in the **Max** box (See **red** arrow above). Enter the age of the youngest child you are interested in a program serving. The query will return all programs that serve children and youth within the age ranges you have specified.

Displaying and downloading program information

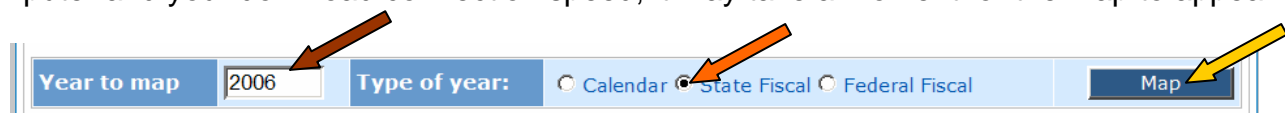
Once you have selected the search criteria to use to select programs, you can choose to view them as a map or as a report.

Mapping is available at the city/county level. The map displays cities and/or counties in which programs that meet your search criteria are operating. The **Year to map** box to the left of the page (see **brown** arrow below) displays the year to be mapped. The default is the most recent year available. To map a different year, simply click in the **Year to map** box and type in the year you prefer.

You also can select the type of year to map by clicking in the corresponding circle (see **orange** arrow below):

Calendar:	January 1 – December 31
State Fiscal:	July 1 – June 30
Federal Fiscal	October 1 – September 30

Then click on the **Map** button (see **gold** arrow below). Depending on the speed of your computer and your download connection speed, it may take a moment for the map to appear.



Reporting produces a listing report of information on each program that meets the search criteria you selected.

You can choose what program information to include in your report. The default is to include all information available.

To include all information available, leave all boxes blank, as pictured below.

*To limit the information reported, click in the boxes that correspond to that information you want to include (see **black** arrow below).*

The screenshot shows a web form titled "Use the criteria below to select the information to include in program descriptions." It contains two columns of checkboxes for selecting information to include. A black arrow points to the checkbox for "Age groups for which program is appropriate". Below the checkboxes is a section titled "Sort program descriptions by:" with three rows for "1st", "2nd", and "3rd" sorting criteria, each with a "Select Value" dropdown menu. A blue arrow points to the first dropdown menu. At the bottom, there is a section titled "VIEW DESCRIPTIONS FOR PROGRAMS SELECTED" with a "Report format" section containing radio buttons for "PDF", "Word/HTML" (selected), and "Excel". A red arrow points to the "Report" button.

Use the criteria below to select the information to include in program descriptions.	
<input type="checkbox"/> Localities served	<input type="checkbox"/> Protective factors addressed
<input type="checkbox"/> Age groups for which program is appropriate	<input type="checkbox"/> Program name
<input type="checkbox"/> Race groups for which program is appropriate	<input type="checkbox"/> Program target
<input type="checkbox"/> Gender groups for which program is appropriate	<input type="checkbox"/> Model program status
<input type="checkbox"/> Date program began	<input type="checkbox"/> Program outcomes
<input type="checkbox"/> Date program ended (if no longer operating)	<input type="checkbox"/> Program contact name
<input type="checkbox"/> Funding source(s)	<input type="checkbox"/> Program contact address
<input type="checkbox"/> Funding amount	<input type="checkbox"/> Program contact email
<input type="checkbox"/> Funding start date	<input type="checkbox"/> Program contact telephone
<input type="checkbox"/> Funding end date	<input type="checkbox"/> Program contact agency name
<input type="checkbox"/> Problem behaviors addressed	<input type="checkbox"/> Program description
<input type="checkbox"/> Risk factors addressed	

Sort program descriptions by:

1st	Select Value
2nd	Select Value
3rd	Select Value

VIEW DESCRIPTIONS FOR PROGRAMS SELECTED

Report format: ☐ PDF ☒ Word/HTML ☐ Excel

Report

You also can choose the order in which programs are displayed. For example, you may want programs displayed by locality served, then program name, then funding source, if you want to compare the range of evidence-based programs available in different localities.

If you are thinking about starting a specific evidence-based program in your locality, and would like to talk to people who already are operating the program to learn from their experience, you may prefer to see programs sorted by the program name, then localities served.

You can select up to three search criteria on which to sort by clicking on the drop-down box (see **blue** arrow above) and highlighting the search criterion on which you want to sort your report.

When you have selected the information to include in your report, and how you want to sort your report, click the **Report** button (see **red** arrow above) to generate your report.

The report will open with an introduction page displaying the cities and counties, problem behaviors and ages selected. Click on the small arrow (see **orange** arrow below) to open and view the report. The report will display a listing of each program that meets your search criteria, including the information that you have chosen to include in your report.

Community Profile Database	
County/City	(all)
Problem Behaviors	(all)
Age Group	(all)
Risk & Protective Factors	Community: Low neighborhood attachment Family: Family management problems Family: Family conflict

Page 1 of 4

Export as ☐ PDF ☐ Word/HTML ☐ Excel

Since reports may span several pages, you may need to navigate between them. To move forward one page, click on the small set of arrows under the report display. To go to the last page of the report, click on the large set of arrows under the report display (see **orange** arrow above).

At the end of the report, the bar below will allow you to print or save the information in one of three formats.

Export as ☐ PDF ☐ Word/HTML ☐ Excel

PDF files take a picture of the report that you can print or insert into a document. However, the picture cannot be edited. To save the report in .pdf format, click in the circle beside **PDF** (see **red** arrow above), then click on **Export** (see **green** arrow above). A box will pop up to ask you whether you want to save or open the file. You can then save the report to you computer.

Word/HTML files place the report in a document that you can save and edit. Click in the circle beside **Word/HTML** (see **blue** arrow above), then click on **Export** (see **green** arrow above). The report will open in a new window. **Click on File, then Save As...** to save the report to your computer.

Excel files place the information contained in the report into a spreadsheet. Each program will be a row. Report information will be in columns. To save the report in Excel format, click in the circle beside **Excel** (see **black** arrow above), then click on **Export** (see **green** arrow above). A box will pop up to ask you whether you want to save or open the file. You can then save the report to you computer. When you open the file, the first sheet will be an introduction sheet displaying the cities and counties, problem behaviors and ages selected. Click on the **Sheet2** tab to view the data.

REPORTS

GOSAP is enhancing the capability of the Community Profile Database to allow users to summarize information and generate reports with more than one indicator.

Pre-formatted Reports—to summarize data related to a specific issue

- Select a locality, or group of localities, to include in your report.
- Choose the pre-formatted report you want (risk factors, gangs or other subject area reports).
- Export the report as a .pdf file to insert directly into a document, as an Excel file to manipulate further, or as a .csv file to import into statistical analysis software for additional analysis.

Listing Reports—to select multiple indicators you choose

- Select a locality, or group of localities, to include in your report.
- Choose the indicators and years to include in your report.
- Export the report as a .pdf file to insert directly into a document, as an Excel file to manipulate further, or as a .csv file to import into statistical analysis software for additional analysis.

Ranking Reports—to compare localities on the same indicator

- Select a locality, or group of localities, to include in your report.
- Choose to rank from best to worst or worst to best.
- Choose the year to include in your report.
- Export the report as a .pdf file to insert directly into a document, as an Excel file to manipulate further, or as a .csv file to import into statistical analysis software for additional analysis.

● RESOURCES

The Community Profile Database contains numerous resources to support the practice of evidence-based prevention. To improve the ease with which they can be located, they are divided into four areas (see black arrows below):

- What you need to know about this data
- Programs and research
- Evaluation and Improvement
- Statewide surveys

The screenshot shows the 'gosap' (Governor's Office for Substance Abuse Prevention) Community Profile Database. The top navigation bar includes 'Support for Families', 'DATA', 'PROGRAMS', 'REPORTS', and 'RESOURCES' (highlighted in orange). Below the navigation bar, it says 'You are here: Resources Home'. There are two dropdown menus: 'Indicator Class' with '[All Indicator Classes]' and 'Indicator' with '[All Indicators]'. Two red arrows point to these dropdown menus. Below the filters, there are four main sections, each with a black arrow pointing to its title: 1. 'What you need to know about this data' containing 'Data descriptions:', 'Abstracts:', and 'Links to other data sources:'. 2. 'Programs and research' containing 'Links to evidence-based programs:', 'Research:', and 'Links to resources:'. 3. 'Evaluation and Improvement' containing 'Performance Measures:', 'Outcomes:', and 'Evaluation resources:'. 4. 'Statewide surveys' containing 'Virginia Youth Tobacco Survey', 'Virginia Community Youth Survey', and 'State Estimates of Substance Use'.

To further narrow the available resources to your interest area, click on the Indicator Class, or Indicator, drop-down arrow (see **red** arrows) and select a class or indicator. NOTE: If you reach this page by clicking on the resource link box on a data page, the class or indicator from the prior page will be pre-selected.

What you need to know about this data provides helpful information for using the data contained in the database.

Clicking on **Data description** provides detailed information for each indicator including: source, definition, limitations, detail and linkages for more information (where available).

Clicking on **Abstracts** provides brief definitions of the indicators and their sources.

Clicking on **Links to other data sources** provides links to comparison data, such as national data, data on other states, or data from other sources.

Programs and research provides a wealth of information for practicing evidence-based prevention.

Clicking on **Links to evidence-based programs** will assist you in exploring evidence-based programs that research has proven to make a difference. A variety of formats, from lists to search engines, are available to help you match an appropriate program to the specific needs the data has identified in your community.

Clicking on **Research** will allow you to view and/or download a variety of research articles and materials for learning about and practicing good prevention.

Clicking on **Links to resources** will link you to information clearinghouses and websites to network and learn the most current information related to your area of interest.

Evaluation and Improvement will assist you with monitoring and evaluating your programs to ensure that they are efficient and effective.

Clicking on **Performance measures** will link you to the national performance measures required by federal agencies for federally funded efforts.

Clicking on **Outcomes** will assist you in developing your own program outcomes, regardless of whether your funding source requires specific outcomes to be monitored.

Clicking on **Evaluation resources** will link you to information on planning and implementing a sound evaluation of your program.

Statewide Surveys provides links to Virginia's two statewide youth surveys and one national survey of youth and adults. The state surveys are taken in the fall of odd numbered years. The sampling size does not provide city or county level data, but the Virginia Youth Community Survey does allow for regional analysis. *(Note: Localities may arrange for an over sample so that they will have locality specific data. For information please contact Mert Rives at VCU Survey & Evaluation Research Lab: merives@vcu.edu or 804-828-6760.)*

Clicking on **Virginia Youth Tobacco Survey** links you to the survey report on the Virginia Tobacco Settlement Foundation's website.

Clicking on **Virginia Youth Community Survey** links you to the survey report on the Department of Mental Health, Mental Retardation and Substance Abuse Services' website.

Clicking on **State Estimates of Substance Use** links you to the survey report for the Substance Abuse and Mental Health Services Administration's (SAMHSA's) most recent *National Survey on Drug Abuse and Health*. This report provides estimates for Virginia that can be compared to other states.